

Departing Employee Checklist for the City of Duluth

- ☐ Provide written notice to your supervisor of intent to retire or resign, in accordance with your labor contract. A thirty- (30) day notice is preferred to ensure adequate time to complete necessary processes and provide you with all pertinent information.
- ☐ Human Resources (HR) will send you this checklist and an Exit Questionnaire which you should complete prior to your exit interview.
- ☐ Schedule the following appointments three to four weeks before you end employment :
 - ☐ **Human Resources Office** 313 City Hall (730-5210) **Fill In Date/Time:** _____
Bring your completed questionnaire to this interview.
 - ☐ **Payroll, 107 City Hall (218) 730-5440** **Fill In Date/Time:** _____
 - ☐ **Supervisor and/or Division Manager** **Fill In Date/Time:** _____
- ☐ Complete your benefit continuation forms and return them to Human Resources before your last day of work.

RETIRING EMPLOYEES ONLY

- ☐ **Social Security**, 130 W. Superior St., Duluth, MN 55802 (218-727-1193)
Three months prior to reaching age 65, you and your spouse (if applicable) should contact the Social Security Office to apply for Medicare "A" (if eligible) and Medicare "B" coverage. Medicare "B" coverage is required for both the employee and spouse if eligible to participate in the City's health insurance program upon retirement.
Mail a copy of your signed Medicare card(s) to Employee Benefits Administrator; City of Duluth, 411 West First Street #313; Duluth, MN 55802-1195
If retiring with a disability at any age, you must apply for Medicare benefits under the Social Security Disability program, and send notification of acceptance or denial to the EBA.
- ☐ **PERA Pension**
Three months prior to retirement, contact PERA with notification of intent to retire, social security number, and retirement date. Call (218)740-3075 or (800)652-9026 (Benefits Division). PERA will send you retirement forms (or you can meet with a local PERA representative (Medical Arts Building) which you must complete and bring to your meeting with Payroll.

OTHER CONTACTS THAT MAY BE NECESSARY

- ☐ **Deferred Compensation representative** to discuss account options.
- ☐ **Credit Union/Bank** if you currently have automatic payroll deductions.
- ☐ **If resigning, PERA** (800-652-9026) to discuss options regarding your contributions.
- ☐ **MN Mutual Life Insurance** (800-392-7295) to obtain information about applying for conversion privileges.
- ☐ **PERA Life Insurance** (800-525-8056) to arrange for policy continuation.
- ☐ **SuperiorUSA** (529-2477) or (877-529-2477 toll-free) to determine your remaining account balance.